

# FACULTY AWARDS 2023

## POLICY DOCUMENT



## Venus International Foundation

(Regd. Trust in India dated 20 January 2015)

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# FACULTY AWARDS POLICY DOCUMENT

## Policy Document for the Venus International Faculty Awards

Author Name	Centre for Learning Network (CLN)
Name of Policy document	Venus International Faculty Awards (VIFA)
Code of Policy document	FA – PD2023
Purpose of Policy document	To provide a framework to enter in to VIFA 2023 at Venus International Foundation (VIF), Chennai, India
Approval for this Policy document given by	Governing Council
Responsibility for its update	Director of Administration
Policy document applies to	To all nominees applying for VIFA 2023 at VIF
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**POLICY DOCUMENT GOVERNING**  
**VENUS INTERNATIONAL FACULTY AWARDS**

**1. PREAMBLE**

The Venus International Faculty Awards (VIFA) scheme was instituted in the year 2015 by the Centre for Learning Network (CLN) of Venus International Foundation (VIF).

It is presented yearly during the 9th Contemporary Academic Meet (CAM).

<b>Vision</b>	To celebrate teaching as the noblest profession in the World
<b>Mission</b>	To recognize extraordinary teachers who have demonstrated excellence in engaging their students in 'Inspiring – Innovative – Path breaking ways to ignite their potential'
<b>Objectives</b>	To honour the individuals for their achievements and contributions in the field of teaching

## 2. THE VENUS INTERNATIONAL AWARD AND THE PROCESS

**2.1 The Venus International Award** (Recognition and Reward are the Greatest Asset)

The Venus International Award Recognizes Individuals for their Quality, Reliability and Competence to Apply Knowledge and Skills to carry out specific tasks.

### 2.1.1 The Award

The Venus International Award is a Certificate. It's a Non-financial Award. It is a Formal Authentication; A Seal of Approval; A Recognition.

### 2.1.2 The Scheme

The Scheme has a Policy, Nomination Form, Expert Committee and Judging Process that are governed by the Board of Trust.

### 2.1.3 The Award Policy Document

The VIF is committed to providing equal opportunity to all with the highest regard to Independence, Credibility, Impartiality, Transparency, Integrity and Confidentiality. The Award Policy document has

- a) **Relevance:** The Award Schemes are developed in response to sector needs. They are designed to be fit-for-purpose.
- b) **Truthfulness:** The Award Schemes are developed with the aim that the outcomes achieve the intended results and any communication, is a true and fair reflection of outcomes.
- c) **Efficiency:** All the components of an Award schemes are structured to deliver measurable, quality outcomes. It contains the necessary requirements to achieve the intended outcomes.

## 2.2 The Venus Award Process

This section describes the Venus International Award processes in steps.

Step – 1: Nomination Form

Step – 2: Secretariat Review

Step – 3: Document Review

Step – 4: Preliminary Assessment

Step – 5: Verification

Step – 6: Peer Assessment

Step – 7: Committee's Decision

Step – 8: Declaration to the Nominee

Step – 9: Registration to the Meet

Step – 10: Award Presentation

### 3. THE 9TH VENUS INTERNATIONAL FACULTY AWARDS

The 9th Venus International Faculty Awards – VIFA 2023 (F.No.FA23/SN09/AAP–IV) is convened by the CLN of VIF and will be conducted in accordance with the VIF BOARD MEETING resolution vide F. No. VIF/MIN/BM–I/2022 held on 4th July 2022 at VIF Head Quarters.

Following are the list of disciplines to be considered for the VIFA 2023.

S.No.	Disciplines	Code
3.1	Agricultural Sciences	AG
3.2	Engineering	EN
3.3	Health and Medical Sciences	HM
3.4	Humanities and Social Sciences	HS
3.5	Management	MG
3.6	Science	SC
3.7	Veterinary and Animal Sciences	VA

## 4. GENERAL ELIGIBILITY

This annual award scheme is open to 'Higher Education Teaching Faculty Member' of any nationality, who is in good standing at the time of the nomination, and in the age group of 27 – 70 years and has a good academic record.

The nominee must have completed a recognized Doctorate Degree (PhD) or its equivalent.

### 4.1 Evaluation Criteria

#### 4.1.1 General

Extensive Knowledge in the Subject – Creative Thinking and Dedication to the Profession – Significant and Sustained Contributions to the Institution/Community – Quality and Competence evidenced by continuing Intellectual Accomplishments and Pursuits

#### 4.1.2 Teaching

Innovative Teaching Methodology – Development of a New Program/ Course and Curriculum Design – Transform Traditional Classroom Communities into Shared Experiences (New Services, Projects and Activities as a collaborator/consultant) – Research Activity – Publications (Original Research/Review Articles, Short reports/ Letters, Case Studies/Methodologies and Books) – Invited Lectures / Presentations – Membership in Professional Organizations



## 5. AWARD CATEGORIES AND CRITERIA

This section describes the categories and criteria of 9th Venus International Faculty Awards (VIFA 2023).

### 5.1 Award Categories

S.No.	Categories	Code
5.1.1	Professor of the Year	PY
5.1.2	Distinguished Faculty	DF
5.1.3	Outstanding Faculty	OF
5.1.4	Young Faculty	YF

### 5.2 Criteria

#### 5.2.1 Professor of the Year

Each year since 2020, this award is conferred to a remarkable Faculty Member who have track record of Teaching Excellence and Pedagogical Innovation – Leadership in Faculty Governance – Exceptional Contribution to Theoretical or Applied Research – Championship in Service to Students/Faculty/Related communities – Continued Extraordinary Productivity over the course of career.

The nominee must be above 55 years of age and at least have 25 years of service as on 30 June 2022.

### 5.2.2 Distinguished Faculty

Each year since 2015, this award is conferred to a remarkable Faculty Member who have track record of Teaching Excellence and Pedagogical Innovation – Exceptional Contribution to Theoretical or Applied Research – Service to Students/Related communities – Continued Productivity over the course of career.

The nominee must be above 44 years of age and at least have 20 years of service as on 30 June 2022.

### 5.2.3 Outstanding Faculty

Each year since 2015, this award is conferred to a remarkable Faculty Member who have track record of Teaching Excellence – Contribution to Theoretical or Applied Research – Service to Students/Related communities – Productivity over the course of career.

The nominee must be above 34 years of age and at least have 10 years of service as on 30 June 2022.

### 5.2.4 Young Faculty

Each year since 2015, this award is conferred to a remarkable Faculty Member who have track record of Teaching Excellence – Contribution to Theoretical or Applied Research – Service to Students.

The nominee must be above 27 years of age and at least have 5 years of service as on 30 June 2022.

## 6. CALL FOR NOMINATIONS

The process for VIFA commences with the release of “Call for Nominations”.

The 9th Faculty Awards – VIFA 2023 invites nominations vide F. No. VIF/CFN/FA/2023 opened on 7 December 2022 from eligible “Faculty Member” working in the Institutions of Academic (Autonomous/Affiliated College or University) with a recognized qualification.

Further information, “Eligibility”, policy document and formats are available electronically on the official website:

<https://www.venusinfo.org/learning/2023/cam.html>

## 7. JUDGING

The VIFA 2023 judging is a peer review process. The panel (from diverse backgrounds, working individually) is instructed to score entries from 0 to 100, using the criteria (as mentioned in the section 4 and 5).

7.1 The panel aggregates scores and determine the category. The panel decision is final and binding.

7.2 For the VIFA 2023, for each category/discipline (Eg. Outstanding Faculty – Computer Science) the expert committee will select 2 Nominees. However the Apex Committee reserve the rights to honour less or more than 2 nominees in any category when a nominee meet standards set by the expert committee.

7.3 The committee will use discretion if an individual is nominated for two concurrent awards and will move the nomination to appropriate category based on their judgment.

7.4 In case, if a nominee meets the criteria for an award, other than the one nominated for, the committee will be deciding to move the nomination to a suitable category.

## 8. SELECTION PROCESS

This section describes the VIFA 2023 processes in steps

Step – 1: Screening process (preliminary assessment) of nomination

Step – 2: Acknowledgement intimation to the Nominee

Step – 3: VIFA team may ask proof for credits mentioned in the CV (Optional)

Step – 4: Cross verifying the documents and forwarding it to the committee

Step – 5: Selected nominees will be communicated with a formal letter

Step – 6: CAM 2023 Registration (Refer Annexure – D)

Step – 7: Release of the winners list in the official webpage

Step – 8: Official Invitation Letter will be sent to the Award Winner

Step – 9: Award Presentation Ceremony

Step – 10: Summary of the CAM 2023 will be floated in official webpage

## 9. IMPORTANT DATES

This section describes important dates of the VIFA 2023

9.1	Entries Open	7 December 2022
9.2	Closing date	25 April 2023
9.3	To submit supporting documents	30 April 2023
9.4	Announcement of Winners	On or before 5 May 2023
9.5	Award Presentation	15 July 2023

## 10. SUBMISSION

A working professional can nominate an 'Eligible Individual' (or Self Nominate) for the VIFA 2023.

### 10.1 List of documents to be submitted for nomination

10.1.1	The filled nomination form in PDF/.Doc/.Docx format
10.1.2	Duly completed curriculum vitae (of any format /pages)
10.1.3	Passport size photograph (JPEG/PNG format)
10.1.4	Copy of degree certificate (PhD or Equivalent)
10.1.5	Copy of workplace ID (PDF/JPEG format)

### 10.2 Submission

Submit each nomination electronically to:

➤ [vifa2023@venusinfo.org](mailto:vifa2023@venusinfo.org) (AND) [directorvifindia@gmail.com](mailto:directorvifindia@gmail.com)

- Note:
  - a) The VIFA 2023 no longer requires a hardcopy of the Nomination.
  - b) Non-compliant nominations will not be accepted for process
  - c) Acknowledgment of receipt of Nomination will be sent via email in 2/3 working days

## 11. AWARD PRESENTATION

The 9th Venus International Faculty Awards – VIFA 2023 will be held on 15 July 2023 at Green Park Chennai, India.

The Awards will be presented to the Winners by the BOARD OF TRUSTEES of Venus International Foundation.

## 12. HEADQUARTERS

The administrative office for servicing the authority will be the

Office of the Chairman,  
Venus International Foundation,  
No.1, Ganesh Nagar Main Road,  
Adambakkam,  
Chennai – 600088, Tamilnadu, India.

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## **THE VENUS INTERNATIONAL MEETINGS**

(Today, convergence is the new innovation)

Today, convergence is new innovation as meeting new contacts and learning drives professional development. In the Venus meetings, likeminded professionals gathering together with a common interest and specific objectives in one place at one time, with expert thinkers from Government, Industry and Academia. This enhances globalization and emerges as a knowledge and innovation hub. Our meetings serve as an important part of learning and developing new skills (beyond the immediate economic impact).

### **What a participant will get out of attending a VIF Meeting?**

With the aim of leveraging science and technology via generating new knowledge and better understanding, VIF conducts multidisciplinary Annual Meetings (Type: Workshop and Awards) to cultivate the vibrant exchange among communities and to engage delegates in new ways on different levels to connect People to People – People to Ideas – People with Markets – People with Opportunity.

#### **1. Experiential Learning**

Opportunities to Hear New Ideas, Information, Tools from Experts – To share experiences with and get feedback from peers in a cordial and collaborative setting – Greater focus

#### **2. Networking**

To consult relevant topics face to face with professionals working in same field – Build relationships/partnerships – Win Win for all (Note: Professional Growth and Career Development Interactive Opportunities during Live Meetings can't be duplicated online).

#### **3. Motivation and Celebration**

Acknowledgement and Celebration of Achievements – A Recognition and Testimony that will Enhance Credibility, Reputation, Pride and Raise the Visibility of Success – Additional Proof of Hard work – Generates Impulses and Encourage for Better Performance

## MEETING REGISTRATION FEE

VIF Meetings (Scientific Workshops) are self-supporting event and the event registration fees are the major source of revenue for running the event. Following expenses of the events are covered by the event income (registration fees from the participants) and Foundation operating funds

### 1. Office Requirements

- a) Office Rent, Maintenance, HR Compliance and Stationery
- b) Website Design (Domain, Hosting, SSL Certificate, Template/Theme, Content, Integrations & SEO etc)

### 2. Information Technology (IT) Infrastructure

- a) Hardware (Personal Computers, Routers, Switches, and other equipments)
- b) Networking (Internet connectivity, Network enablement, Firewalls & security, Routers, Switches & Cables)
- c) Software, Modular Office Workstation and Surveillance/Security Cameras

### 3. Operations

- a) Electricity, Telephone, Internet and Employees Salary and Benefits
- b) Google Workspace, Accounting, Taxes and Auditing fee
- c) Printing and Materials

### 4. Floor Expenses on the day of Event

- a) Venue Hire/Hall Expenses, Logistics, Additional Staff & Labor
- b) Audio Visual Equipment/Major Rentals & Event Staff Salary
- c) Printing & Signage, Banners and Backdrops
- d) Stage Decoration, Photography, Food & Beverage
- e) Gifts/Premiums, Packing and Postage

### 5. Website Maintenance

- a) Ensuring the proper functioning of Website
- b) Regular checking for issues and making updates in the Website
- c) Backing up the Website Data
- d) Renewal of Website Domain, Hosting and SSL Certificate etc

**THE 9TH CONTEMPORARY ACADEMIC MEET – CAM 2023  
(AM23EN09SN–038)**

<https://www.venusinfo.org/learning/2023/cam.html>

## 1. Basic Information

The 9th Contemporary Academic Meet – CAM 2023 is convened by the Centre for Learning Network (CLN) of Venus International Foundation (VIF) and will be conducted in accordance with the VIF BOARD MEETING resolution.

The Contemporary Academic Meet provides a forum for faculty and scholars for exchange of information on the Higher education learning and research. It also support collaborative relationships among academic professionals

- To create and disseminate new models and trends in higher education practice
- To exchange views on Tutoring and Mentoring systems, Theoretical, Pedagogical and methodological issues
- To discuss on policy initiatives and evaluations of research Innovative approaches to enhance learning design and educational outcomes including quantitative, qualitative and hybrid methods.

▪ **Theme:**

Future shape of Higher Education, Technological Change and Expectations of the Next Generation Students

## 2. Previous Academic Meet

- 8th Academic Meet – CAM 2022:  
<https://www.venusinfo.org/learning/2022/astm.html>

## CAM 2023 REGISTRATION

The CAM is organized every year at Chennai city and it is a self-supporting event. The Meeting registration fees are major source of revenue for running the event. All the expenses (Administrative – Materials and Hall – Service Tax and Accounting – Website Design and Maintenance) of the meet are covered by event income (registration fees from delegates) and Foundation operating funds. (Refer Annexure – B)

### 1. Registration Fee

The CAM 2023 fee for delegates working in

▶ Foreign Institutions	USD 590
▶ Indian Institutions	INR 14,900
▶ Additional Banquet	USD 60

The registration includes access to all sessions and invited speakers, participation certificate and one high buffet lunch and breaks. The registration does not include travel and accommodation cost of delegates.

### 2. CAM Activities Covered

The registration fees collected will also supports the long term development of the meet and to keep the CAM format viable by ensuring that infrastructure and services are in place from year to year. Following are some of the activities covered:

▶ Publications	Summary of the Meeting in the Official Website
▶ Website	Design and Maintenance
▶ Taxes	Income Tax, GST and Auditing

## ENTRY CONDITIONS – ENTRY BY INVITATION ONLY

For the "Comfort, Safety and Enjoyment" of all delegates attending this event, Please be advised of the following norms.

Entry to the venue is subject to complying the conditions and we appreciate your help to make this happen.

### 1. Entry

1.1 The Registered Delegate can collect the VALID ENTRY TICKET from the Registration Desk.

1.2 The Guests/Accompanying Persons must have a VALID ENTRY TICKET to enter the Event Hall. The Delegates can get required number of Entry Ticket at the Registration Desk.

### 2. Refusal of Entry or Ejection

2.1 Failure to produce/show a VALID ENTRY TICKET may result in refusal of entry.

2.2 Any person found not to be wearing an official event wristband/ID Card will be ejected from the event.

2.3 Any person gaining unauthorized access or causing a disturbance or refusing to comply with requests from Security/Staff will be ejected from the event.

2.4 You will be responsible for your belongings, do not leave them unattended. Possessions may be searched before entering the venue, during the event or when leaving the venue. If you refuse to participate in searches, you may be denied entry or asked to leave the venue.

The entry conditions apply to all. Pass-outs may not be available at all times. Re-entry to an event venue (Hall) will be with a VALID ENTRY TICKET only.

## CODE OF CONDUCT

### 1. Dress Code

- 1.1 Professional appearance is an important aspect and the clothing must conform to a reasonable standard of decency relevant to the event.
- 1.2 The Delegates, Guests and Accompanying Persons must be appropriately dressed.

### 2. Code of Conduct

2.1 At Venus, we are committed to providing a Friendly and Welcoming Environment for all, regardless of gender, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

2.2 The behavior can influence the experience for you and others at an event and we expect a high standard of behavior at our venue.

2.3 Consider other delegates when using mobile devices. During the Technical Sessions and ceremony the mobile devices should be turned off or on silent.

2.4 Delegates have to participate in an authentic, active and collaborative way, so as to contribute to the health and longevity of this event.

2.5 Exercise consideration and respect in your speech and actions. Refrain from demeaning or discriminatory behavior.

2.5 Kindly mind your surroundings and fellow participants. Alert event organizers if you notice a violation of this code of conduct.